

# Lake Auburn Watershed Protection Commission

[www.lakeauburnwater.org](http://www.lakeauburnwater.org)

Wednesday, July 12, 2023 at **3:00pm** – 5:00pm AVCOG, 125 Manley Road,  
Auburn, Maine

## **SPECIAL MEETING AGENDA**

1. Consent Agenda
  - a. Approval of Annual Financial Report
2. Public Comment
3. Old Business
  - a. Reports from Ad Hoc Committees: By-laws (Mary Ann and Rick) and Trails (Dan and Alan)
  - b. Rules of Order- Mary Ann
  - c. Watershed Management Plan Update - Erica
  - d. Clerks discussion- Mike and Kevin update
4. New Business
  - a. Auburn Water District letter to LAWPC re: ad-hoc committee, dated 5/18/23- Mike
  - b. Update on CDM Smith technical memo
  - c. Executive Session regarding negotiations of potential land transactions in accordance with 1 M.R.S.A. 405 (6) (C)
5. Adjournment

### FUTURE REGULAR MEETING SCHEDULE:

September 13, 2023

November 8, 2023

**LAKE AUBURN WATERSHED PROTECTION COMMISSION**  
**RULES OF ORDER**  
**June 2023**

**Parliamentary Procedure:**

LAWPC RULES OF ORDER shall be regarded by the LAWPC as the proper authority for parliamentary procedure in the conduct of its meetings. These rules represent a relaxed version of the Robert's Rules of Order.

A Motion and Second is required prior to discussion of any agenda item.

Members holding the floor shall be allowed to speak uninterrupted unless or until appropriate provisions of Roberts Rules are brought to bear.

A friendly amendment to the motion on the floor can be made by any Commission member by raising their hand and being recognized by the Chair. An amendment passes by majority vote.

A motion to postpone indefinitely or until a certain time can be made by any Commission member by raising their hand and being recognized by the Chair. A postponement passes by majority vote of five members. This method is preferred over tabling a motion for clarity and simplicity.

**Executive Session:**

The Chair or any member of the Commission can call an executive session for the following circumstances:

1. Executive Session regarding personnel in accordance with 1 M.R.S.A. § 405 (6)(A)
2. Executive Session regarding acquisition of real estate property in accordance with 1 M.R.S.A. § 405(6)(C).
3. Executive Session regarding legal rights and duties in accordance with 1 M.R.S.A. § 405(6)(E).

Notes may not be taken during executive session to ensure confidentiality is upheld.

**Majority Vote:**

All votes shall be by show of hands and all motions must be passed by a majority of the members (five) in order to constitute action on any matter.

**Quorum:**

A quorum is represented when five of the nine Commission members are present at a regular or special meeting.

**Legal Advisor:**

The Commission can hire a legal advisor at their discretion. The Commission may call upon the legal council at its discretion for clarification on any issue under its purview.

Any member of the Commission may request a legal opinion on a topic. The Chair and Vice Chair will decide if it is within the budget and will reach out to legal counsel for the opinion.

### **Meeting Minutes:**

Any member of the LAWPC has the right to include comments, justification or further detail on any agenda item in the Minutes for the permanent record. Such annotations are encouraged.

### **Request for a Special Meeting:**

Any member of the Commission can request a Special Meeting, but the Chair and Vice Chair will decide if one is necessary or the topic can be included in a regularly scheduled meeting.

### **Request for Topic for a Meeting:**

Any member of the Commission can request a topic to be included in an upcoming meeting of the Commission. The Chair and Vice Chair will decide when the topic is included in a regularly scheduled meeting or a special meeting.

### **Authorization for Contract Awards, Amendments, and Change Orders:**

The Commission authorizes the **Clerks**, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

#### **A. Contracts**

1. The **Clerks** are authorized to process any contracts after confirming with the Treasurer and approval by the Commission.
2. When the amount of the contract recommended exceeds \$100,000, no less than two (2) competitive bids must be submitted for review by the LAWPC Commission unless a Waiver of Competition has been authorized by the Commission or an emergency has been declared as provide for in the Purchasing Policy.

#### **B. Amendments or Change Orders**

1. When the amendment or change order is necessary to ensure that the contract for goods or services is not delayed and that adequate funding is in place and no extenuating circumstances exist.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with upset limit of \$25,000 for any single amendment/change order.
3. All amendments/change orders approved shall be forwarded to the Commission, for their ratification, at the next regular meeting.
4. Should the amendment or change order amount exceed the Section 2 level of authorization, a special meeting of the LAWPC shall be called by the Chair or the ranking member of the Commission if the Chair is not available.

### **Suspension of the Rules:**

Any of the foregoing rules may be suspended, amended, or repealed by a majority vote of the Commission.

**Roles and Responsibilities:**

The Chair, Vice Chair and Secretary shall be appointed annually by majority vote of the Commission.

Chairperson

General duties include:

1. Setting the meeting agenda with the Vice Chair
2. Call a special meeting with the Vice Chair
3. Lead the meeting

Vice Chairperson

General duties include:

1. Setting the agenda with the Chair
2. Call a special meeting with the Chair
3. Lead the meeting in the Chair's absence

Secretary

General duties include:

1. Preview the minutes of the meeting before distribution to the committee
2. Co-lead the meeting in the Vice Chair's absence

The Treasurer will be approved by the Commission and shall remain in office until the Commission votes to make a change.

Treasurer

General duties include:

1. Maintain all budget documents
2. Pay invoices and bills
3. Create and maintain the annual budget
4. Provide financial support to the Commission

The Co-Clerks shall be by position: For Auburn Water District, the Superintendent, and Lewiston Water Division, the Deputy Director of Utilities. The Environmental Manager shall provide assistance as detailed below.

Co-Clerks

General duties include:

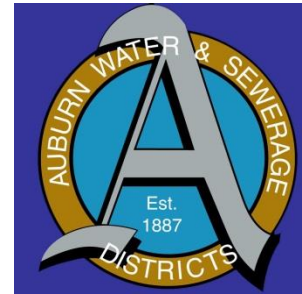
1. Report out to the Commission at each meeting on operational topics
2. Take the minutes of the meeting
3. Video record the meeting and post to the LAWPC website
4. Negotiate land acquisitions and bring it to Executive Session
5. Provide technical support to the Commission

Environmental Manager

General duties include:

1. Report out to the Commission at each meeting on environmental topics
2. Distribute the meeting agenda to the Commission
3. Post the meeting agenda and minutes on the LAWPC website
4. Provide administrative support to the Commission

## Auburn Water and Sewer Districts



# MEMO

**To:** Camille Parrish LAWPC Chair, Rick LaChapelle LAWPC Vice Chair  
**From:** Michael Broadbent AWSD Superintendent  
**CC:** AWD Trustees, LAWPC Commissioners, Erica Kidd, Kevin Gagne, Eric Cousens  
**Date:** May 18, 2023  
**Re:** Lake Auburn Watershed Protection Commission Letter of Recommendation.

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Camille/Rick,

The Auburn Water District would like to thank the Commission for all of its efforts to protect the waters of Lake Auburn.

The District is in receipt of the March 3, 2023 LAWPC letter of recommendations. At the trustee meeting of May 17, the AWD trustees voted to support the efforts of the City of Auburn to develop and implement the recommendations specific to Auburn. The Trustees would like to work with the Commission and our partners at the City of Auburn and the City of Lewiston to develop and implement the recommendations specific to the entire watershed.

Let's continue discussions through an ad-hoc committee with equal representation from all parties to develop policy that meets the objectives of the recommendations.

A handwritten signature in blue ink, which appears to read 'Michael Broadbent', is located at the bottom left of the page.